

## Rules and Regulations

Adopted on October 17, 2006 by the Beverly Planning Board  
under Section 29-23.B. of the Beverly Zoning Ordinance entitled

### “Open Space Residential Design (OSRD) Site Plan Ordinance”

**I. Consistency with the Open Space Residential Design Site Plan Ordinance (“the Ordinance”):** The Conceptual Plans, Preferred Plan and OSRD Site Plan shall be consistent with and shall not conflict with Section V. *General Design Process*, Section VI.3. *Design Standards*, and Section VIII.1. *Open Space Requirements* of the Ordinance.

**II. Fees:** Filing fees for an Open Space Residential Design Site Plan are found in the Planning Board Regulations Governing Fees and Fee Schedules, as may be amended from time to time, which are incorporated herein by reference.

#### **III. Requirements for Submission of Plans and Documents - Initial Review**

A. Procedure: The Initial Review shall follow the Procedures of Section III.1(a) through (e) of the Ordinance. In the course of the Initial Review, applicants shall submit to the Planning Board each of the following:

1. One (1) original and twelve (12) copies of the Initial Review application. The applicant shall also file one (1) copy of the Initial Review application with the City Clerk.
2. Twelve (12) copies of each of the following plans sized at twenty-four inches by thirty-six inches (24” x 36”) and ten copies sized at eleven inches by seventeen inches (11” x 17”). (Includes Site Context Map, Existing Condition/Site Analysis Map, Conceptual Plans, Yield Plan and Preferred Plan. Note that the Yield Plan may be submitted at any time before submission of the Preferred Plan and that the Preferred Plan shall not be submitted until the Conceptual Plans have been reviewed and discussed by the Planning Board.)

B. Site Context Map. This map illustrates the tract in connection to its surrounding neighborhood. Based upon existing data sources and field inspections, it should show various kinds of major natural resource areas or features that cross parcel lines or that are located on adjoining lands. This map enables the Planning Board to understand the site in relation to what is occurring on adjacent properties. This map shall be drawn at a scale of one-inch equals one hundred feet (1"=100') unless the Planning Department shall approve another scale.

OSRD Site Plan Ordinance  
Rules and Regulations

- C. Existing Conditions/Site Analysis Map. This map familiarizes officials with existing conditions on the tract. Based upon existing data sources and field inspections, this base map locates and describes noteworthy resources that should be left protected through sensitive subdivision layouts. These resources include but are not limited to the Primary Conservation Areas and Additional Conservation Areas identified in Section V.1. of the Ordinance. This map shall be drawn at a scale of one-inch equals forty feet (1"=40') unless the Planning Department shall approve another scale.
- D. Conceptual Plans: In accordance with Section III.1(b) of the Ordinance, Conceptual Plans "shall not be detailed, but shall show the general features of the site and the possible locations of structures and ways."
1. The Conceptual Plans shall be drawn at a scale of one-inch equals forty feet (1"=40') unless the Planning Department shall approve another scale. The plans shall provide sufficient information to form a clear basis for discussion and selection of a Preferred Plan.
  2. Submission of two (2) Conceptual Plans showing alternative development configurations is required; the submission of three (3) Conceptual Plans is strongly encouraged.
  3. The Conceptual Plans shall be prepared by a registered professional engineer, and licensed landscape architect.
  4. The Conceptual Plans shall contain at least the following information:
    - a. The tract/subdivision name, boundaries, north point, legend, title "Conceptual Plan", and scale.
    - b. The names of the record owner of the tract and the applicant, and the names and stamps of the registered professional engineer and licensed landscape architect that prepared the plan.
    - c. The location and name of all streets in the immediate vicinity of the proposed project with a notation as to whether the street is a public or private right-of- way.
    - d. Zoning and historic district boundary lines within the plan locus.
    - e. Existing and proposed contour lines with a five-foot (5') contour interval; or in flat areas, of a two-foot (2') contour interval. Elevations shall be National Geodetic Vertical Datum of 1988 (NAVD88).
    - f. The location and dimensions of all existing lot lines, structures and ways on site and on abutting properties in close proximity.
    - g. Possible locations for proposed structures and ways on the tract.
    - h. All on-site local, state, and federal regulatory resource boundaries and buffer zones.
    - i. Information on the location, size, and capacity of existing utilities servicing the tract.

OSRD Site Plan Ordinance  
Rules and Regulations

- j. General information on proposed utilities, which will service the tract (water, sewer, electric, etc.).
  - k. General information on the possible methods of surface and subsurface drainage disposal.
  - l. Any additional data, which the Planning Board may deem necessary to evaluate the proposal as it relates to surrounding areas, anticipated traffic and public safety and the intent of the Master Plan and the Ordinance.
- E. No later than the time of submittal of the Preferred Plan (Part F below), submit narrative of how applicant adhered to Section V. *General Design Process* of the Ordinance.

F. Preferred Plan:

1. The Preferred Plan shall be drawn at a scale of one-inch equals forty-feet (1"=40') unless the Planning Department shall approve another scale.
2. The Preferred Plan shall be prepared by a registered professional engineer and licensed landscape architect.
3. The Preferred Plan shall include at least the following:
  - a. The tract/subdivision name, boundaries, north point, date, legend, title "Preferred Plan" and scale.
  - b. The names of the record owner of the tract and the applicant, and the names and stamps of the registered professional engineer and licensed landscape architect that prepared the plan.
  - c. The names, approximate location, and widths of adjacent streets.
  - d. The proposed topography of the land shown at a five-foot (5') contour interval; or in flat areas of a two-foot (2') contour interval. Elevations shall be National Geodetic Vertical Datum of 1988 (NAVD88).
  - e. The location of existing landscape features including all Primary Conservation Areas and Additional Conservation Areas as identified in Section V.1. of the Ordinance. Proposals for all site features to be preserved, demolished, or moved shall be noted on the Preferred Plan.
  - f. All on-site local, state, and federal regulatory resource boundaries and buffer zones shall be clearly identified and all wetland flag locations shall be identified.
  - g. Lines showing proposed private residential lots, as located during Step Four, Section V.4 of the Ordinance with approximate areas and frontage dimensions, proposed building areas and driveways within those lots, and proposed limits of construction/disturbance within the tract as a whole.
  - h. All existing and proposed features and amenities including trails, recreation areas, pedestrian and bicycle paths, community buildings and off-street parking areas, shall be shown on the plan and described in a brief narrative explanation where appropriate.

OSRD Site Plan Ordinance  
Rules and Regulations

- i. The existing and proposed lines of streets, ways, common driveways, easements and any parcel(s) of land intended to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the tract/subdivision, or parcel(s) of land or lots to be used for any purpose other than private residential shall be so designated within the tract/subdivision in a general manner.
  - j. Proposed roadway grades.
  - k. Proposed roadway profiles with proposed utilities.
  - l. Official soil percolation tests for the purpose of siting wastewater treatment options are not required for the Preferred Plan. However, a narrative explanation shall be prepared by a Registered Professional Engineer detailing the proposed wastewater systems that will be utilized by the development and its likely impacts on-site and to any abutting parcels of land. For example, the narrative will specify whether individual on-site or off-site systems, shared systems, alternative to Title V systems, or any combination of these or other methods will be utilized.
  - m. A narrative explanation prepared by a certified Professional Engineer proposing systems for stormwater drainage and its likely impacts on-site and to any abutting parcels of land. For example, the narrative will specify whether soft or hard engineering methods will be used and the number of any detention/retention basins or infiltrating catch basins. It is not intended to include specific pipe sizes. Any information needed to justify this proposal should be included in the narrative. The approximate location of any stormwater management detention/retention basins shall be shown on the plan and accompanied by a conceptual landscaping plan.
  - n. A narrative explanation prepared by a Registered Professional Engineer, detailing the proposed drinking water supply system.
  - o. A narrative explanation of the proposed quality, size, use and ownership of the open space. Open space parcels shall be clearly shown on the plan.
  - p. All proposed landscaped and buffer areas shall be noted on the plan and generally explained in a narrative.
  - q. A list of all legal documents necessary for implementation of the proposed development, including any Conservation Restrictions, land transfers, and Master Deeds, with an accompanying narrative explaining their general purpose and content.
  - r. A narrative indicating all requested waivers, dimensional relief, and/or modifications as permitted within the requirements of the Ordinance.
  - s. Computation of Buildable Area in accordance with Section VIII. of the Ordinance.
- G. Yield Plan: In accordance with Section III.3. of the Ordinance, the Yield Plan shall be submitted prior to approval of the Preferred Plan and shall include the following information:
- 1. A narrative explanation detailing the results of the determination of any proposed allocation of yield determined according to Section IV. "Basic Maximum Number (of Lots/Units)".

OSRD Site Plan Ordinance  
Rules and Regulations

2. Plan, designated as “Yield Plan”, prepared by a registered professional engineer and licensed landscape architect, drawn at a scale of 1”=40’ (unless the Planning Department shall approve another scale), displaying the general features and topography of the land shown on the preferred plan, major types and size of vegetation, the dimensions, areas, and locations of the lots, open space, roadways, wetlands, water bodies, and their buffer zones.
3. Documentation that the applicant is the owner of, or in legal control of, the entire tract depicted on the plan.
4. Documentation that wetlands resource areas, if any, pursuant to an approved Abbreviated Notice of Resource Area Delineation (“ANRAD”) and other environmental and regulatory constraints upon development have been adequately shown and dealt with.
5. Documentation of variances or waivers granted by other bodies having regulatory authority over the development or any portion thereof, if any.

**IV. Requirements for Submission of Plans and Documents – OSRD Site Plan**

A. Procedure: The OSRD Site Plan review shall follow the Procedures of Sections VI.1 and VI.2 of the Ordinance. Applicants shall submit to the Planning Board each of the following:

1. One (1) original and three (3) copies of the OSRD Site Plan application. The applicant shall also file one (1) copy of the OSRD Site Plan application with the City Clerk.
2. Three (3) copies of the plan sized at twenty-four inches by thirty-six inches (24” x 36”) and ten copies sized at eleven inches by seventeen inches (11” x 17”).

B. OSRD Site Plan:

1. Preferably, the OSRD Site Plan shall be drawn at a scale of one-inch equals forty-feet (1”=40’).
2. The OSRD Site Plan shall be prepared by a registered professional engineer, and licensed landscape architect and shall be designated as “OSRD Site Plan”.
2. The OSRD Site Plan shall include all information contained in the requirements for a Preferred Plan in Section 2.F. of the OSRD Site Plan Rules and Regulations
3. The OSRD Site Plan shall also include any other information as required in the requirements for Definitive Plans, found in the *City of Beverly Planning Board’s Rules and Regulations Governing the Subdivision of Land*, Section III.C.2., as may be amended from time to time to the extent these requirements do not conflict with the Ordinance or OSRD Site Plan Rules and Regulations.

OSRD Site Plan Ordinance  
Rules and Regulations

4. Open Space Management Plan providing guidance for the maintenance and stewardship of the open space and any facilities accessory thereto.